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WiSACWIS Implementation – County BUDGET and CONTRACT Instructions-Revised

General Instructions

This document provides counties information on contracting, budgeting and charges related to the start up and ongoing implementation of WISACWIS. Also published with the instructional document are the contract addenda for WISACWIS start-up and ongoing implementation, budget instructions and the budget forms. In general, a county may begin claiming federal reimbursement for allowable costs up to eight months prior to their WISACWIS implementation date under the “WISACWIS Start-Up” addendum. However, as of the system implementation date, the county would claim federal reimbursement for allowable ongoing costs under the “WISACWIS – Ongoing Charges and Pass Through” addendum.

I. WiSACWIS Start-up

A county can execute a WiSACWIS addendum to their State/County contract up to eight months prior to the month (the county) is scheduled to implement WiSACWIS. This addendum allows the claiming of 50% federal matching funds for WiSACWIS related expenses for equipment and staffing. The county must submit WiSACWIS budget information prior to completion of the contract addendum. The Department prepares WiSACWIS addenda the 1st of each month. Therefore, counties that submit complete budget information prior to the 1st of the month will have a contract addendum prepared and returned to them within 3-4 weeks. This budget information is needed so the Department can update the WiSACWIS budget plan that is submitted to the federal government as a requirement of federal reimbursement. The plan we submit must include all state and county costs that will be claimed for federal reimbursement. (The budget forms and instructions that must be submitted to the Department are also published on the WiSACWIS website). Additionally, the budget format will assist the county in identifying allowable costs for federal reimbursement.

II. WiSACWIS – Ongoing

When a county implements WiSACWIS, it will receive the contract addendum titled “WISACWIS-Ongoing Charges and Pass Through”. This addendum specifies how much the county will be billed by the Department for on-going charges. For the first year that a county implements WiSACWIS the amount of this charge is based on the number of months WiSACWIS has been operational in the county. Also, the addendum will allow the county to identify and claim 50% federal reimbursement for unique WiSACWIS

related staffing and equipment costs. The county must submit new budget forms only if the budget information has changed from the submission under #I above, or did not include a budget for the ongoing contract addendum.

III What to Consider when Preparing the County WiSACWIS Budget

Counties can budget for costs that will be incurred for the both implementation and ongoing operation of WiSACWIS. These costs could include county costs for staff salary and fringe, travel, supplies, equipment costs, etc at the DSS/DHS and/or other county agency (i.e.. a county information systems unit or central accounting/payment processing unit). If costs applicable to implementing and/or operating WISACWIS can be identified and documented than it would be possible for a county to report these costs separately on the appropriate CARS profile and receive the 50% federal reimbursement. (NOTE: CPS staff time using WISACWIS as part of their routine work after WISACWIS has been implemented in the county should not be part of a county's WISACWIS budget. The staff is part of the Community Aids budget. Please review the county budget instructions on the kinds of staff activities that can be included in the WISACWIS budget). This reimbursement would be treated as a pass through to the county and wouldn't be subject to the limitations of the State/County Contract where the costs could become part of the County Overmatch.

However, if these costs (e.g. for IT staff, accounting staff, personnel staff etc.) would normally be included in the allocation of county wide costs to all county departments from central service units, then they would have to be removed from the county cost allocation plan. A County should determine whether it is to their financial advantage to remove these costs from the cost allocation plan and claim them under WiSACWIS. The county will need to work closely with the firm that is preparing the Countywide Cost Allocation to insure that costs are treated consistently and are not claimed improperly.

IV Annual Budget Update

The budget forms need to be updated for the 06 federal fiscal year. This information needs to be submitted by November 30,2003. The updated budget formats with the FFY 06 year columns will be available on the WiSACWIS web site on October 1,2003.

NOTE: The federal government must pre-approve contracts over \$100,000. A county should consider this when developing their budget. Also, the federal review/approval could delay the issuance of the WiSACWIS contract addendum. However, when the addendum is issued it will cover the full budget period.

Please work with your WISACWIS liaison or outreach person to determine when the implementation process begins for your county. At that point, please complete the information and submit it to Delores Madigan, DMT, BFS, 1 W Wilson, P.O. Box 7850, Madison, WI 53708-7850 or you can E-mail these documents to Delores Madigan and Paul Minkus at: madigdm@DHFS.state.wi.us and minkupm@DHFS.state.wi.us. These documents are available

in the Excel format on the WiSACWIS web site or they can be sent to you if you contact Delores or Paul. Thank you.

Items that must be submitted for the WiSACWIS start up budget:

- 1) Exhibit 1: WiSACWIS County Staffing;
- 2) Exhibit 2: Budget Summary Form (completed for all fiscal years on the form);
- 3) WiSACWIS Implementation County Hardware and Software Procurement Worksheet and,
- 4) County Worker Roster.

Ongoing Submissions:

- 1) Quarterly Report and,
- 2) Annual budget update of Exhibit 2.

All of these documents should be sent to Delores Madigan and Paul Minkus at the address/email stated in the budget instructions.